

**Minutes of the Meeting
Maine Commission for Community Service
July 20, 1995**

Present: Members: Dan Reardon, Greg Lavertu, Jay Skriletz, Margaret Bean, Ros Smith, Mary Pelkey, Larry LaPierre, Paul Nordstrom, Kaye Woolam, Kathryn Tremper, Eunice Rescott, Norman Duzen. Others: Bob Blakesley, Maryalice Crofton, Brenda McLaughlin, Rod McCormack, Herb Hartman, Kathleen Leyden, Lt. Col. Jeff Bond, Denise Lord, Matt Scott, Marya Faust, Patrice Putman, Peter Walsh, Becky Buber, Arlene Olson, Debra Cook.

Absent: Bob Rheault, Shirley Powell, Heidi McGinley and John Jenkins.

Presentations were made by representatives of state agencies regarding the use of volunteers in their agencies. They were each asked to describe the types of programs they currently have in their agencies, whether community service or volunteerism, whether they have a volunteer coordinator or not, and what their future needs might be, so that the commission may be able to help.

**Department
of**

Agriculture: Rod McCormack spoke representing the Dept. of Agriculture. He noted that the largest volunteer effort that his department is involved in is the distribution of surplus foods to low-income people, food banks, and soup kitchens. He talked extensively about Project S.H.A.R.E. (Self Help and Resource Exchange) which was started in March 1994 and currently distributes 4,000 units per month. He also mentioned a time-share bank where people exchange time and skills. The things he felt they needed most were reaching more people and spending more time furthering the time-share bank.

**Maine Army
National**

Guard Lt. Col. Jeff Bond spoke for the Maine Army National Guard. Most of the community service that the Guard performs is at the request of non-profit organizations and communities. They help with the food distribution performed by the Dept. of Agriculture and they do a lot of work with their heavy equipment building little league fields and other public services. The need that he seemed most interested in was networking with other agencies to reach and help more people.

**Department
of**

Conservation Herb Hartman from the Department of Conservation spoke about volunteerism in his department. He told the commission that all the snowmobile trails in Maine are maintained by snowmobile club volunteers. They are partially funded through the department, but the funding only covers 50% of the costs actually incurred by these clubs. He also noted that DOC is working with Inland Fisheries and Wildlife and the Sportsmans Alliance of Maine on an alternative sentencing program. Their needs are more volunteers, and funding for supplies needed for the volunteers to complete work.

**Department
of**

Corrections Denise Lord from the Department of Corrections spoke to the commission about the community service effort in her department. She noted that several of the correctional facilities around the state have inmates who provide community services as part of their sentences, the Charleston Facility has a timberland management program and a sawmill, they heat the facility with a wood furnace and wood cut from the grounds. There are many volunteers that work in various facilities around the state, she noted the need to screen potential volunteers very closely.

**Department
of Inland
Fisheries
& Wildlife**

Matt Scott from the Department of Inland Fisheries & Wildlife spoke representing his department. He noted the need for a larger volunteer effort but felt that the volunteers that they currently have are a very dedicated lot. They are mostly hunters and trappers who keep count of the wildlife taken in a season. Their volunteer coordinator is Charlie Mann.

**State
Planning
Office**

Kathleen Leyden with the State Planning Office spoke of the volunteer efforts coordinated by that office. She noted the Annual International Coastal Clean-Up where 20 tons of trash are collected annually. She also mentioned the Shore Stewards partnership and the Penobscot Bay Marine Volunteers, groups that are coordinated by the SPO. She felt that the most pressing need is to improve the current initiatives and the school's relationship with adult volunteers.

**Office of
Substance
Abuse**

Marya Faust from the Office of Substance Abuse talked about their programs. They are involved in substance abuse prevention with Project Graduation, the Red Ribbon Campaign, the Peer Helper Program, and Mainely Families. Other groups involved include Alcoholics Anonymous, Al-Anon, and Alateen. Their biggest need is a good knowledge base and collaboration with other agencies.

**Department
of
Transportation**

Patrice Putman spoke for the Department of Transportation. She noted that the Regional Transportation Advisory Council which formed the Sensible Transportation Policy Act was a volunteer effort. There are 8 regional councils with 20 people on each council. There are also volunteer groups that monitor bicycle, port and rail use. Their need is more coordination and collaboration.

**Department
of Human
Services**

Peter Walsh, Deputy Commissioner for the Department of Human Services spoke. He made the point that the department tries to "work" with volunteers instead of "use" them. He noted that even the foster parents across the state are considered volunteers because they are only reimbursed for their costs not actually paid. The Child Abuse Councils around the state are all volunteers, and there are many volunteers in the childwelfare and services for elderly areas. Their need is more volunteers in the mentoring program for job training of AFDC recipients.

**Department
of Education**

Becky Buber from the Department of Education spoke about The Children's Partnership Program. She also talked about regional teams that studied fulfilled students and the needs that would meet their goals. These needs included more technical link-ups between homes, schools and libraries; marketing, infrastructure, technical assistance and support. She also suggested state employees being given the option of a few hours a week of community service to help alleviate the unmet needs of the school and provide good public relations for the state. She noted the Africa proverb "It takes a whole village to raise a child".

**Comments
from the
Chair**

Dan Reardon let commission members know that Bob Blakesley, Executive Director will be creating a sabbatical for himself and leaving his position with the commission. He expressed regret on behalf of the commission and wished Bob well. The commission and those present applauded Bob for a job well done.

Dan also asked commission members to be thinking long and hard about how to fill the vacant commission member seats. Dan feels that the commission needs a good spokesperson for volunteerism and someone with fundraising abilities. Dan excused himself from the rest of the meeting as he had a prior commitment.

**Maine
Association
of
Non-Profits**

Arline Olson from the Maine Association of Non-Profits spoke about her organization. They are only a year and a half old. 1994 was their planning year when they primarily conducted a needs assessment. They started out with 40 members and have grown to a membership of 160 in the last year. They created a Futures Task Force and have developed a values statement. They provide assistance in the areas of Group Services, Technical Assistance, Advocacy, Networking, and Organization Development.

**Approval
of Agenda**

Approved as written.

**Approval of
Minutes**

Approved as written.

**Cook
Consulting**

Debra Cook of Cook Consulting spoke to the commission about the development of a comprehensive plan. She handed out a proposal, made suggestions, and answered questions. **The commission agreed to hire Debra to organize and oversee the comprehensive plan process and ensure participation by stakeholders in the process. The commission also agreed at the same time to hire Harrison Owen to facilitate the comprehensive plan process at the suggestion of Maryalice Crofton. In addition, the commission agreed to hold the comprehensive plan seminar at the end of August.**

**Mission
Statement:**

The commission discussed their draft mission statement. **The commission agreed to the following mission statement: To Foster Community Service and Volunteerism to meet Human and Environmental Needs in the State of Maine.**

**Maine
Volunteer
Connection**

The commission agreed to table discussion on the MVC/Commission venture until Heidi could be there with her handouts.

Budget

Report Secretary/Treasurer Margaret Bean made a brief budget presentation. She noted that the commission needs to raise \$36,000 unless the SPO is willing to make a match. **The commission agreed to have Dan Reardon discuss match possibilities with Evan Richert when he meets with him on 7/24/95.**

By-Laws

Committee Kathryn Tremper reported on the status of the by-laws and meeting with the Attorney General's office. Mary Pelkey noted the meeting with the A.G. was very productive and informational, Larry LaPierre concurred.

Grants

Committee Maryalice Crofton discussed why some proposals to the commission were rejected. She noted that Learn & Serve will not be funded until the Federal Budget is settled. She discussed the rating of grants at the Corporation-noted that Maine and other small, rural states are not taken seriously at the national level.

Director's

Report Bob read the highlights of a letter from Eli Segal regarding his promotion within the Clinton Administration. He updated the commission on the rescission bill. He also explained the Corporation press release regarding the "Leaked G.A.O. Info. on AmeriCorps" and the subsequent correction letter from the Comptroller General of the United States. He notified the commission of a chance for added funding for groups in Maine, educational awards only for a limited time, first come first serve.

Nominees

to

Commission Commission members discussed nomination of new members. They stressed the need for members with fundraising abilities or connections.

Other

Business **The commission agreed to become a member of the Points of Light Foundation. They also agreed to make a \$1,000.00 donation to the Maine Volunteer Connection for the Blaine House Conference on Volunteerism.** Commission members also wanted to be able to distribute commission information in the packets that are handed out at the conference. In addition they want to look into an information table at the conference.

Maine Commission for Community Service
Regular Meeting
September 20, 1995
Agenda

9:30 Convene & Agenda Revisions

9:35 President's Remarks and Announcements

Outcome of July meeting with Evan Richert -- SPO match, etc.
Interim Staffing of Commission Office
Maine Efforts to Garner Support for Corporation Appropriation
 (Reardon & Chretien)
Maine Participation in New England gathering of Commissions
 (Who is going; distribute agenda; expectations of attendees)

10:00 Business Reports

Minutes from July Commission Meeting
Financial Report for Closing Grants -- FY95

10:15 Direct Services/Funded Programs

Status of AmeriCorps Application by Commission
Maine AmeriCorps programs starting up; Opening Ceremonies;
 Orientation Conference; Staff Council formation
Status of Learn & Serve Programs -- K-12 school and community
VISTA and Senior Corps

BREAK

10:45 State Capacity Building/Infrastructure

Open Space Conference Report
Proposal for FY96 Commission Focus (Plan of Work to Accompany Admin.
 Grant application due 10/13)

11:30 Commission Activities -- Staff & Commissioners

State Planning Office Reorganization
Status of Search for new Executive Director -- Reardon/LaPierre
Nominations Received for New Commission Members -- Approve for
 recommendation to Governor; plan to continue identifying members
Training and representation -- Points of Light (Chretien); national meeting of
 Commission Executive Directors (Schink); other?
Staff Activities -- Review of Task Map Staff is Using; New Grants info.;
Membership in National Service Coalition
Task Forces To Address Issues In Oct-Dec Quarter: Volunteers to Serve?
 Commission Retreat Design: What to cover, when, by whom, etc.
 Marketing: Ros and Jay serve. Anyone else want to join on advising?
 Granting Funds: Policies on funding context (seed? long term? mix of
 programs? Etc.), appeals, process for issuing, TA to give to potential
applicants, etc.
 Report to the Governor & Legislative Oversight Committee

Resource Development: Commission is responsible for helping programs develop sustainability and secure resources needed to advance state capacity building/infrastructure, explore options for doing this, implement one.

Priority Issue: Empowering Youth To Do Service

Priority Issue: Collaboration -- address broad issues of why, when, qualifications of partners, identification & selection of partners, when do we collaborate and when do we contract for a service?

Direct Services Oversight: Needs of programs, Commission liaisons, coordination of all streams, recommendations to Corporation & advocacy for Maine programs.

12:30 Agenda Items for Next Meeting -- anyone who is aware of an item which should have time in October can note it now.

12:35 Adjourn for lunch

**1:30 Committee meetings -- Personnel (hiring and new commissioners);
Marketing (review 2 proposals received);
Any task forces which want to take stock of their assignment and plan how to tackle it.**

MINUTES
MAINE COMMISSION FOR COMMUNITY SERVICE
September 20, 1995

Members Present: Dan Reardon, Mary Pelkey, Larry LaPierre, and Kathryn Tremper.

Others Present: Maryalice Crofton, Anne Schink, Brenda McLaughlin and Dave Gerken.

Members Absent: Paul Chretien, Margaret Bean, Eunice Rescott, Shirley Powell, Jay Skriletz, Greg Lavertu, Kaye Woolam, John Jenkins, Heidi McGinley, Norman Duzen, Ros Smith and Paul Nordstrom.

**Call to
Order**

In the absence of a quorum, it was noted that official votes could not occur. Discussions could lead to recommendations and agreements on actions not requiring votes.

**July
Minutes**

The minutes of the July meeting were reviewed. No errors or omissions were noted.

**Words from
the Chair**

Dan noted the critical letter from Maine Volunteer Connection and the response from the Commission. During the ensuing comments, he asked if it was true the report from the joint MVC-Commission meeting had not been distributed. When staff pointed out they were mailed in the June packet of materials, he asked the report be re-distributed with this month's minutes.

Dan spoke to those present regarding concern about proper notice of the meetings and distribution of the minutes. He requested that the staff send the notice/minutes during the first week of the month and that they be sent "return receipt requested" to ensure receipt of the information. In light of the problems around mail, it was decided that all Commissioner mail will be sent to the individual's home. **Staff agreed.**

**Meeting
between
Chair & Evan
Richert**

Dan discussed the following items with State Planning Director, Evan Richert. The need for the commission to realize a membership of 25 and the hiring of a permanent Executive Director. He felt that SPO should do the hiring of the Executive Director with direction from the commission. He pointed out to

minutes of 9/20

Evan that the new Executive Director needs to be the “face of the Commission”. He explained that he felt that there has been a lot of learning in the past year and it is time for the commission members to move on to Phase II. Evan informed Dan that SPO would make the “match” for administrative costs of the Commission.

Other Items

While the search for a new Executive Director takes place, Evan Richert has appointed Maryalice Acting Director. Anne Schink, recently a Corporation technical assistance provider for the Atlantic Cluster, has been brought in as Senior Planner for an eight week period. This arrangement will help work progress in this "crunch" season. Maryalice shared the staff "Task Map" which outlines the work to be done in September and October. Other State Planning staff are helping out.

Dan and other commission members asked staff to create a new Program fact sheet. The sheet would list all the programs in Maine, their program director, address, phone, faxes, and their funding source along with a program description.

The need to create a “getting the word out” plan was discussed and staff was asked to follow-up. Maryalice noted this effort is part of the current PDAT activity and scheduled to occur in the final quarter of the calendar year.

Mary Pelkey noted that Cluster leader, David O’Brien would like to be invited to the next Commission meeting.

Maryalice circulated the thank-you letter from Maine Volunteer Connection to the Commission. This letter recognized the Commission's \$1,000 support of the Blaine House Conference.

Maryalice noted that the financial report was not ready due to staff constraints. Dan stressed the importance of this document being available at each monthly meeting.

Regarding efforts to garner support for National Service in the Senate, Dan stated that the Commission owes Paul Chretien a considerable thank-you. Paul, along with Bruce Reeves (working independently for Citizens for Service), created an impressive package on service in Maine. Dan presented the letter and material to Senators Cohen and Snowe. *(Post meeting note: Both Senators supported service in the votes during the week of September 24.)*

**Commission's
Meeting**

Maryalice noted that the commission members attending the Regional Meeting in Nashua, N.H. would be Ros Smith, Mary Pelkey and Greg Lavertu.

**Grants and
New Programs**

Maryalice reviewed the continued and new programs statewide and noted that there are 82 AmeriCorps USA members and 16 VISTA in the state of Maine. (See program listing attached. Description of USDA and Lubec included.) She also noted the Portland Youth for Public Safety had to re-write 50% of their grant due to an August policy change by the Corporation.

**Program
Launch '95**

Anne Schink noted that the National Launch has been set for October 12, 1995. The swearing in will hopefully be done by the governor, with service activities in the area to follow.

**Program
Orientation**

Maryalice let those present know that the Service Orientation Conference will be held October 29, 30 and 31. It will be at the Sunday River Resort in Bethel. The agenda was designed by a team of National Service staff including AmeriCorps members, VISTA supervisor, AmeriCorps supervisor, Learn & Serve coordinator, technical assistance advisors, and Commission staff. The goal of this event is to create a more inclusive-united statewide National Service Team. VISTAs, AmeriCorps USA, and Learn & Serve have been invited. The Commission "meet the members" reception is Monday, October 30. Dan indicated he would like to wait until the end of the meeting to discuss who would attend on behalf of the Commission.

**Commission
Retreat**

Maryalice reminded Commissioners of the group decision in July to postpone the retreat until new members are brought on. The retreat is not to be confused with the Service Orientation Conference.

**Learn &
Serve**

The Commission's community-based Learn & Serve grant is being finalized. The Corporation award is \$148,000 -- about \$19,000 less than the proposal budget. For this reason, the budget is being reworked to accomodate the smaller amount. All Corporation awards are coming through very late this year.

VISTA

Mary Pelkey reported the Corporation state offices are expecting serious reductions in the number of placements they can make. Specifics are not yet available.

Open-Space

minutes of 9/20

Conference

Maryalice reported that the open space conference was a success. There were 28 people who attended. They all left with a copy of the report that was based on their findings. The priorities for Commission work are marketing, collaboration, and empowering youth to do service. The process included a step by which the remaining eight issues were linked to the three priorities. The report includes strategies as well. Dan noted that the report should be included in the Report to the Governor and Legislature. It should also go to absent Commissioners with the next mailing.

State Plan & Renewal

Maryalice reported on the tasks identified as key to implementing the priority issues as well as strengthening the Commission. The priorities and tasks make up the next year's Plan of Work. Dan noted that the plan seemed ambitious. He noted that we need a more refined list of goals which will include networking State agency volunteer activities.

Mary Pelkey expressed a concern that the state grant application in its final form might have to be approved by the Commission. If so, the Commission will have to meet in 14 days to do this. Proxy votes and phone meetings are not legal. Maryalice will check with the Corporation about this procedure. *(Post meeting note: The Corporation does not require approval of the state grant application from the Commission.)*

State Planning Office News

The new Director has implemented his reorganization plan. The office now models a consulting firm in which staff have primary responsibilities but also become part of special project teams based on the project's needs for talents. The Commission staff are part of the Community Outreach and Stewardship Team. Other SPO staff on the team operate volunteer programs focused on coastal water quality. This arrangement links the Commission with people who give technical assistance and support to AmeriCorps member sites. There are a lot of resources at State Planning which the Commission has not tapped. We need to discuss the value of this relationship and take advantage of the opportunities.

Nominees

Commissioners reviewed the applications received. It was noted that business interests are still not represented even though some major employers have been approached. Dan asked that the person working with the Commission on constituent relations add recruitment of Commissioners to the activity as the constituencies are likely to have appropriate candidates. Maryalice is meeting with this consultant Friday morning and will arrange this. With regard to the applications received, these will be turned over to the Governor's office. A second round of nominees can be put through late in the year to bring the Commission to full strength.

There was a discussion of whether a ceremonial "swearing in" was needed for Commissioners. The consensus was the first event was held as part of the inauguration of the Commission and the succeeding appointees will be notified by letter.

Names going forward are Kate Roberts of Portland, William Michaud of Friendship, Susan Jennings of North Waterford, Mark Hews of Poland, Alfred Millete of Waldoboro. Perry Gates will be added if he indicates he is still interested in serving. He has not returned Maryalice's calls yet.

**National Mtg
of State CNS
Execs**

Anne Schink represented Maine at the gathering of Commission Executive Directors in Washington. The summary of her notes will be included with the minutes. Anne noted there is a distinct difference between rural states and urban states. The rural states are becoming vocal over an apparent preference for urban models and styles. She also observed that the states which started from scratch in developing Commissions had a lot of similar struggles. Maryalice added that she was circulating an excerpt from a study on commissions which validates the experiences of this group. The full study is available to borrow.

Membership

Maryalice asked if the Commissioners wished to continue their membership in the national service coalition. The dues are \$150. Those present agreed it was of value, especially when it comes to tracking Capitol Hill events.

**Operating
Procedures**

Mary Pelkey asked that the Operating Procedures be distributed and dealt with. Dan requested that the minor changes needed be made and the document mailed with the next agenda.

MINUTES
Meeting of the Maine Commission for Community Service
October 19, 1995

Members Present: Margaret Bean, Norman Duzen, Kaye Woolam, and Kathryn Tremper.

Others Present: Maryalice Crofton, Anne Schink and Brenda McLaughlin

Call to Order The meeting was called to order by Margaret Bean. The minutes of the September meeting were accepted as read.

Financial Report Maryalice reported that the negative balance shown on the financial report was due to a draw down that was not in yet. She noted that there is not an "official" letter from the Corporation saying programs will be held over from 10/31/95 to 12/31/95 but it is basically a given. There is plenty of money for November and December though some bills will be lagging in September and October. Maryalice also reported that the State Planning Office had added up the costs of the Executive Director, Senior Planner and Administrative Assistant and came up with a figure of approximately \$140,000.00 for the year. At this time it looks as if there will be \$17,000.00 left over. An estimate of the inkind State Cap with the services provided ranging from Equipment, Utilities, Software, Computers, Office Space, to Human Resource functions and Accounting Services is figured in the amount of a \$34,000.00 match.

**Direct Services/
Funded Programs**

**New Members/
Swearing In**

Anne and Maryalice reported that the swearing-in and opening ceremonies went well. Several young women were the chain saw operators during the group service project at the Capitol Area Vocational Center. The teams were mixed-up so they could get acquainted, they had lunch together and then went to the Blaine House for the swearing-in by Governor King and a tea in the Blaine House immediately afterward. The Governor gave an excellent talk to the new members about service and how it would affect the rest of their lives. Maryalice noted that the Governor flew back from a funeral in Bangor minutes before the swearing-in started. She felt that this showed a great deal of commitment and support of the Commission, the new members and Community Service in general.

Governor's

Innovative Program Maryalice told those present about a new grant opportunity---the Governor's Innovative Program. She noted that a field scan was done as to who may have a program that would fit and could be developed quickly. Two programs responded. The initial proposals were taken to Peter Wiley and Sawin Millett in the Governor's office. They liked both ideas and asked if there was a way of bridging the proposals. There would be one lead agency with a team of 20 members. 10 members would work

in the Rockland/Damariscotta area doing adult day care and 10 members would work on rehabilitating homes for needy youth in the Downeast area.

**National Service
Orientation
Conference**

Maryalice reminded members of the upcoming National Service Orientation Conference at which the commission members had agreed to hold a reception for new members. Those present agreed to attend.

ADA/Access Grant

Maryalice reported on an award that was received even though it had not been applied for. It is a \$42,000.00 grant to improve access to AmeriCorps programs for those with disabilities. The Commission needs to submit a plan on how it will use the funds. Norm Duzen suggested getting in touch with the Senior Companion Program. They are often faced with accessibility problems from their clients. He suggested getting in touch with Debbie Eckert or Debbie Killam at the Cooperative Extension.

Learn & Serve

Kathryn Tremper reported on the Learn & Serve program. She noted that the 2nd year recipients are ready with their programs but are unable to move forward with the budget holdup. The existing programs are going to mentor the new ones.

VISTA

Anne Schink reported that due to appropriation cuts in the VISTA program, no new members will start until January or March.

Corporation Status

Maryalice reported that staff had stopped receiving daily information on how things stand with the Federal Budget and the Corporation. Paul Chretien had reported to Maryalice that both Senator Cohen and Senator Snowe support AmeriCorps and voted accordingly (against their party). If the Corporation is defunded the Commission's work will still continue but without much help from SPO. The work will still have to be done for the programs that are funded through the next year.

**Productivity
Realization
Task Force**

Maryalice reported that the State Planning Office had made a presentation to the task force on 10/18/95. There is a clamoring to have SPO's work merged into other agencies and the agency abolished. Evan Richert, SPO Director, feels that there is a lack of understanding about SPO being an independent agent. SPO offered up \$200,000.00 in cuts, but it seemed to little to the task force.

**Phase II-
Resource
Development**

Maryalice spoke of the need to get into the communities to work on resource development and training of volunteer coordinators. This has nothing to do with AmeriCorps and is Phase II of the Commission's purpose. Discussion followed.

PDAT

Maryalice noted that the last quarter was spent on a Non-AmeriCorps agenda. Several different things are being worked on to help with program development.

- 1.) Dave Cheever was hired to take care of publicity for the swearing-in and to develop a video annual report.
- 2.) Dyer Associates has been hired to create a logo and promotion tools. What does the message need to be?
- 3.) Deb Cook is working on creating a page for the World Wide Web which should be up by November 1st.
- 4.) National Service Orientation Conference to be held 10/29-10/31 is being paid for with PDAT funds. United Way is providing training at no cost.

**Operating
Procedures**

Those present discussed the Operating Procedures as drafted. It was noted that the references to the Administrative Procedures Act are important. The need for a secretary/treasurer was questioned as there is a need for fiscal oversight but not for administration. The Attorney General's office advised that consensus is not recognized as a decision making process for entities in Maine.

Future Meetings

There was an extensive discussion of the meeting calendar and meeting schedule options were discussed. It was agreed that the full commission in the morning and committees in the afternoon was a good format. It was requested that staff poll the full commission including proposed new members as to their preferences. With several new members coming on board the needs may be different.

**Search for a New
Executive Director**

Maryalice reported that the search is on hold until Federal and State budgets are settled. She also reported that Anne Schink will be staying on through Thanksgiving in light of the amount of work to be done.

New Members

Maryalice reported that nominations had been sent to the Governor for consideration. She explained the representation matrix and explained the need for more Republican or Independent nominees and possibly a Native American nominee also.

Commission

Leadership Maryalice explained that the terms of Commission leadership will end in December. Options were discussed.

**New England
Commission Members**

Meeting Anne reported on the meeting and noted that her notes from the meeting were mailed to commission members.

**Youth Service
America**

Superconference Maryalice reported that Greg Lavertu was attending the conference.

**Commission
Retreat**

Design Maryalice asked for volunteers to serve on a small committee to design the next commission retreat. This is an opportunity to get what you want and learn what you need to know. She also noted that the national training providers will be available through January 1, 1996. Kaye Woolam and Kathryn Tremper agreed to serve on the committee.

**Government
Relations**

Maryalice asked for volunteers to serve on a Government Relations Committee. Norm Duzen and Margaret Bean agreed to serve on the committee.

**Communication
with Corporation**

The group recommended that a request be made to the Corporation for National Service that the state commission be notified whenever an application has been received from an organization within the state from any funding stream whether the program was funded or not. For example, the Commission knew nothing about the Lubec until it had been funded and never heard formally the result of the Passamaquoddy application.

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Maine Commission for Community Service
Regular Meeting
Thursday, November 16, 1995
Agenda

9:30 Convene & Agenda Revisions

9:35 Business Reports

- ▶ Commission Resignations and Appointments
- ▶ Minutes from October Commission Meeting

9:50 Direct Services/Funded Programs

- ▶ Maine AmeriCorps programs: Orientation Conference -- Evaluation Results & Comments from Norm/Kathryn/Greg; Governor's Innovative Program Grant; Commission Relationship to Programs (liaison); Commission leadership for AmeriCorps key service days
- ▶ Commission Policy on Direct Grants -- discussion in preparation for bringing such a policy to December meeting.
- ▶ Status of Learn & Serve Programs -- K-12 school and community
- ▶ VISTA and Senior Corps
- ▶ Latest news on Corporation status

BREAK

10:30 State Capacity Building/Infrastructure

- ▶ State Planning Office status in light of Productivity Task Force
- ▶ Nominees for Task Forces based on Open Space results -- anyone bring a name?
- ▶ Reauthorization -- how Commission wants input communicated
- ▶ Governmental Affairs Task Force -- plans for report to legislature in January?

(Duzen/Bean)

11:30 Commission Operations: Activities of Staff & Commissioners

- ▶ Commission Operating Procedures -- discussion of Chair's role in light of comments on what that position ends up doing; action on prior recommended amendments.
- ▶ Meetings of Commission -- Frequency, pattern; December 20?
- ▶ Status of Search for new Executive Director
- ▶ Commission Retreat -- when; input from those present; where; how long; etc.
- ▶ Nominating Committee report on Leadership ID process for 1996 presenting names
- ▶ Training and representation -- Youth Commissioners at YSA Conference; other?

12:30 Agenda Items for Next Meeting -- anyone who is aware of an item which should have time at next meeting can note it now.

12:35 Adjourn for lunch

1:30 Task Force Meetings -- Commission Retreat; Government Affairs; Nominating/Leadership

3:00 End day

Maine Commission for Community Service

**Meeting of November 16, 1995
Conference Room-Flagg Dummer Building-Hallowell Annex**

ATTENDANCE

Members Present:

Paul Chretien, Vice Chair
Norman Duzen
Jay Skriletz
Kathryn Tremper

Members Absent:

Margaret Bean
Larry LaPierre
Greg Lavertu

Mary Pelkey
Ros Smith
Kaye Woolam

MCCS Staff:

Maryalice Crofton, Acting Director
Anne Schink, Senior Planner
Brenda McLaughlin, Secretary

Guests:

Ken Spalding, CCCM

Maine Commission for Community Service

Meeting of November 16, 1995 Conference Room-Flagg Dummer Building-Hallowell Annex

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
November 27, 1995	Brenda McLaughlin	12/27/95	no

Meeting Convened: 9:30 am

Adjourned: 12:30 pm

Time: 3 hours

A quorum was not established, with 4 of 9 current voting members present.

Business Reports--Vice Chair Paul Chretien read the letter of resignation from Chair Dan Reardon. Paul agreed to act as Interim Chair until new commission members are on board and a suitable replacement can be found. He also noted that resignation letters had been received from Eunice Rescott, who will be the Program Director for the Downeast Healthcorps in Lubec, Shirley Powell who is unable to serve at this time due to time constraints, and a letter was received from the Department of Education to notify the commission that Becky Boober will replace Heidi McGinley as the Commissioner's designee.

The Commission accepted the resignations with regret and appreciation for the service of departing members. Letters will be sent to expressing these sentiments.

Maryalice informed the Commission that the new nominees to the commission had been posted by the Governor's Office. There is a seven day notice period before these individuals can be notified of appointment. The 8 new members and 3 re-appointments should be on board for the December meeting.

October Minutes--There were three omissions from the October minutes. They pertained to changes recommended as a result of discussion of the Operating Procedures:

"Duties of Officers", Section 4 -- "hires staff members with the ~~approval~~ participation of the commission"; Section 3 -- "G. Shall ~~prepare~~ present a financial report ~~for~~ at each regular commission meeting." and "H. Shall ~~prepare~~ present a year-end financial report"

"Committees", Section 2 -- "Commission members will serve on a ~~minimum of two (2)~~ Committees as needed"

Direct Services/Funded Programs--Maryalice reported that the **orientation conference** held 10/29-10/31 was a success. The results of conference evaluations was distributed. All AmeriCorps members attended with the exception of the Downeast Healthcorps and VISTA. There were 11 Learn & Serve programs represented. Norm, Kathryn and Margaret attended on behalf of the commission. Greg Lavertu was there as both an AmeriCorps member and a commission member. Norm noted that the presenters were excellent, especially Lisette Nieves.

Katherine noted that there was a lot of networking and cross pollination going on.

Reporting on the **Governor's Innovative Program Grant**, Maryalice told those present that the final collaborators were Coastal Enterprises Inc., and New Beginnings. The proposal for a 16-member AmeriCorps group would be subgranted to Coastal Enterprises which would directly place 8 members on a single project in Bangor. Their work would result in restoring much needed housing for mentally ill people who need access to community services. This is becoming a critical issue as the consolidation of AMHI and Bangor Mental Health evolves. Service providers in Bangor do not have funds for capital costs. The AmeriCorps members' work would allow monies to go farther in support services. The remaining 8 members would be placed at New Beginnings in Lewiston/Auburn. In fact, the proposal is to recruit members from formerly homeless youth who now are 18-21 and part of a "transition" program, i.e., not in crisis. They would set up a juvenile community service program but use a model drawn from the Runaway Youth Network., it would consist of a 16 member core with 8 members working in the Bangor area and 8 in the Lewiston/Auburn area. The proposal submitted with the assistance of Peter Wiley in the Governor's Office drew strong interest from both the Department of Corrections and the Department of Mental Health and Mental Retardation.

Maryalice brought up the subject of the **relationship between the commission and the programs**-Paul Chretien moved to table that discussion until the new commission members are on board. A suggestion was made to invite to the December meeting the chair of another Executive Department commission with a scope of authority similar to MCCS. That Chair, Jack Mara of the Substance Abuse Services Commission, would be asked to share his experience regarding the duties and role of chairman. This suggestion was accepted and Maryalice will ask him to attend. Mr. Mara is Assistant Superintendent of SAD #11 (Gardiner).

The next subject brought up was **commission leadership for key national service days**-this discussion was also tabled until the new members are on board.

The practice of making Direct Grants was discussed next. The staff raised the issue after experiencing the Governor's Innovative Program proposal process. Concern was that Commissioners would be comfortable with and understand why/when particular entities were involved in applications to the Corporation. Commission members agreed that any funding opportunities with a response time of at least 6 months should use an RFP process.

Kathryn reported on the status of **school-based Learn & Serve Programs**. Project Directors attended a workshop on Documentation and Assessment on 11/13. The workshop went very well. The Department of Education still has not received official notice from the Corporation regarding their funding yet.

VISTA & Senior Corps. No report on VISTA as Mary was not able to attend due to the federal shutdown. Norman reported that the Senior Corps is expanding through the Co-operative Extension Offices in Maine. Senior Corps volunteers can be hired full-time for 21 weeks at a cost of \$3,600.

Corporation Status. Paul Chretien has been assured by Washington that state commissions will be fully funded for FFY96. Maryalice added that the Corporation seems to have moved onto the issue of re-authorization which will take place in Spring/Summer 1996. Because of the original legislation's timing, the matter has to be resolved before the election in November. Maryalice

gave Commissioner's copies of a survey distributed by the Michigan State Commission. Input from many sectors is being solicited and Commissioners are urged to respond.

State Capacity Building/Infrastructure--State Planning Office Status with Productivity Task Force. Maryalice reported that State Planning Office Director Evan Richert had appeared before the task force three weeks ago. His presentation was countered by a proposal from task force members that State Planning be abolished. The Program Review Committee was asked to discuss and recommend a course of action. That Committee, chaired by Merton Henry, will be given three options at its 11/27 meeting: 1.) Accept the State Planning re-organization done over summer 1995 along with a 15% cost savings; 2.) SPO with only policy planning not implementation which would mean sending those programs administered to various line agencies. 3.) A new Office of Community Affairs located in the Executive Department which could possibly bring in programs serving municipalities from other agencies. The Commission has benefited substantially from the cross-disciplinary perspective at State Planning as well as closeness to the Governor. Paul said he would write a letter to the Governor expressing the benefits the Commission has seen in its assignment to SPO. He will share the letter with Evan Richert before sending it. Other members agreed to write letters to the Governor and to cc. Evan.

MCCS Task Force Nominees-- In October, Commissioners had been asked to bring suggestions for people to serve on our three task forces to address the priority strategic planning issues. Maryalice reminded Commissioners that volunteers are still needed and the goal is to have the task forces operating by January 31. The issues are Marketing, Empowering Youth, and Collaboration. She asked commission members to submit names of anyone they thought may be interested and would like to be involved in the process. Paul asked that the first three pages of the Open Space report be re-circulated as a reminder to Commissioners of the content.

Governmental Affairs Task Force--Norm assured those present that he and Margaret would get together to begin work on the Commission report to the legislature and Governor, due in January. He said they would try to meet prior to the next commission meeting and would report then.

Commission Operations: Activities of Staff & Commissioners--The role of the commission chair was discussed briefly. Paul Chretien suggested that this be discussed with the full commission including new members at the next meeting. It was agreed that this would be on the December agenda.

Frequency and schedule for **meetings of the commission** was discussed. Those present decided that the meetings should be held monthly on the third Wednesday of each month, with the next meeting being Wednesday, December 20th. Holding the business meeting in the morning and doing committee work in the afternoon is a pattern which will continue as it decreases the number of meetings Commissioners have to attend.

The **search for a new Executive Director** was discussed. Maryalice notified the members that 11 finalists have been selected but the interviewing is on hold until the federal budget has been settled. Funding for all commission staff is part of the federal budget meaning the state cannot

support personnel without those dollars. The internal SPO hiring committee for this position is made up of three people. Paul asked to have that committee meet with the Commission Personnel Committee in December.

Kathryn reported about her work with Kaye on the **commission retreat**. She has developed an outline to follow for interviewing current members about their training and information needs. Maryalice asked those present about their preferences for time and schedule. All agreed sooner is better -- late January or early February. Saturday morning through early afternoon Sunday is acceptable; second choice is Friday afternoon through Saturday dinner. Location should be centralized to cut down on travel time for people. Kathryn will interview the Commissioners in attendance today and complete the polling on content by the next meeting.

The **Nominating Committee** was unable to report and was asked to be put on the agenda for the next meeting. There was no report on **Training and Representation**. Greg Lavertu attended the YSA Conference but was not at the meeting to report, it will be put on the agenda for the next meeting.

Program Reports--Ken Spalding from the **College Conservation Corps of Maine** reported that Dave Gerkens had accepted a position in New York State. He will be the Executive Director of the New York Corps Collaboration.

Adjourned: 12:30 pm

Wednesday, December 27, 1995

9:35 Chairman's Remarks

- ## 10:00 Business Reports

- 3:00** **End day**

Maine Commission for Community Service
Meeting of December 27, 1995
Pre-Release Conference Center, Hallowell Annex

ATTENDANCE

Members Present:

Jay Skriletz
Norman Duzen
Edith Scott
Becky Hayes-Boober
Bill Lowenstein
Mark Hews
Susan Jennings
Alfred Millette
Perry Gates
Bill Michaud

Members Excused:

Kate Roberts
Kathryn Tremper
Mary Pelkey
Larry LaPierre
Margaret Bean
Paul Chretien

Members Absent:

John Jenkins
Kaye Woolam
Greg Lavertu
Ros Smith

MCCS Staff:

Maryalice Crofton, Acting Director
Brenda McLaughlin, Secretary

Guests:

David Cheever, Media Consultant

**Maine Commission for Community Service
Meeting of December 27, 1995
Pre-Release Conference Center, Hallowell Annex**

MINUTES

Draft Date	Recorded By	Date Accepted	Was Draft Revised?
December 29, 1995	Brenda McLaughlin		

Meeting Convened: 9:30 am

Adjourned: 12:30 pm

Time: 3 hours

A quorum was established with 10 of 19 voting members present.

Chairman's Remarks--Maryalice Crofton explained that Acting Chair, Paul Chretien had car trouble on the way to the meeting and would be unable to attend. She welcomed the new members to the commission and reviewed the membership list. The group is largely new due to 14 new or vacant slots. Each member present introduced themselves and described the community service and volunteer networks in which they have worked or currently work. Introductions and explanations followed.

Maryalice made a brief introduction of staff and the positions they hold. Maryalice is the Acting Executive Director, Anne Schink is the Acting Senior Planner, and Brenda McLaughlin is the Secretary providing staff and commission support. Maryalice has worked in the private/non-profit sector for 20 years, primarily in social services that relied on volunteers. Anne Schink was a technical assistance coordinator for the Corporation for National Service, working in the Atlantic Cluster. She brings 25 years in community service, most notably working with the Pennsylvania League of Women Voters. Brenda McLaughlin has worked for the State Planning Office for the past 6 years.

A time line covering the Commission's history was distributed. Maryalice noted that, in the first year, the focus had been on AmeriCorps. Now Commission efforts are shifting to the "big picture" responsibilities of infrastructure, targeting resources, and increasing the number of Maine people serving in their communities. Another significant issue is the federal reauthorization of the Corporation for National Service. The public comment period ends January 15, 1996. The Maine law that established the Commission means that no matter what happens in Washington, this Commission will exist and have responsibilities to fulfill.

The State Commission Member Handbook from the AmeriCorps section of the Corporation was distributed. Members were asked to familiarize themselves with it. Two sections were pointed out: page 13 which contains an organizational chart showing how things flow down to the states, and page 23 which contains the conflict of interest policy.

A challenge for all is to remember how many other types of service are considered voluntary community service with benefits - military service which is voluntary today and, in the past, contained an educational award as in the G.I. bill, pro-bono work, the Peace Corps, and corporations that are making large contributions through loan of employees or requiring employees to be active in community service.

Perry Gates asked for more explanation of what the Commission actually does, how it operates. Is it responsibility without accountability. Maryalice responded that the State Planning Office is responsible for the receiving and disbursing funds, but the Commission is both responsible for and accountable to the federal agency for decisions on what goals funds will be used to achieve, which subgrant applications are funded, etc. The Commission Director is hired by the State Planning Office with involvement and advice from the Commission. The Commission originally used consensus for decision-making but advice from the Attorney General's office has shown that it is not a recognized form of operation for public bodies in Maine. The Commission must adhere to the Administrative Procedures Act. Maryalice noted that the Commission is using task forces as a way to accomplish work. This format gives more freedom to deal with emerging issues and allows work groups to disband when the need is met. At the Commission retreat, the number and focus of task forces can be refined. More discussion followed regarding the advisory/directive role. Maryalice commented that the State Planning Office plays a pass-through/overseer role for most of the grant funds -- Learn & Serve CBO and AmeriCorps. Since the federal funding issue is out of Commission control at this time, the Commission needs to decide what needs to happen in Maine no matter what happens at the federal level.

Business Reports--The minutes from the November meeting were approved as read. The Financial Status Report was not available due to computer problems.

Direct Services/Funded Programs--Maryalice explained the programs in the state and how some are funded through the commission and some are funded through national direct grants. The Commission has been notified there are two new Youthbuild AmeriCorps programs. What this means in terms of their expectations is unclear. There is continuing problem with the Corporation not informing the State Commission about national direct grants.

AmeriCorps program directors have asked for closer ties to the Commission. Commissioners were asked to volunteer as liaisons between a particular program and this body in an effort to improve the relationship. Liaisons would become "experts" on their program -- what it's doing, who is in charge, what are the strengths and liabilities of its operations, special needs. This person would also represent the Commission at program functions and alleviate the time/travel problems Commissioners face when every program invites all Commissioners to every event. Several members volunteered:

Al Millett-USDA Water Quality Team
Becky Hayes-Boober-American Farm Worker Opportunity Program
Mark Hews-Consolidated Farm Service Agency

Becky Hayes-Boober did not have any news about school based Learn and Serve Programs. Maryalice noted that staff needed a recommendation from the commission regarding disbursement of the Community Based Learn and Serve funds. The staff recommendation was that these funds -- the twin to the school-based L&S monies received at the Department of Education -- be administered by the KIDS Consortium. Discussion followed. KIDS Consortium is the vendor for the Department of Education and the programs could be served most efficiently if the new funds were located where the existing program training, development, and technical assistance reside. Becky Hayes-Boober spoke very highly of them as did Susan Jennings. Both have had extensive dealings with the KIDS Consortium. Bill Lowenstein asked if there was a component for out of school youth, Susan answered, yes, that it is targeted at them. Perry Gates asked for a copy of the Learn & Serve application. Bill Lowenstein also mentioned that the RFP process through the Bureau of Purchases is still unclear. Mark Hews suggested that we need clarification on that.

Moved by Lowenstein: "Release the Community Based Learn and Serve funds as expeditiously and legally as possible." **Second by Perry Gates.** **Approved: Unanimous**

No report was available on VISTA and Senior Corps. Discussion began on forming a Task Force for Program Oversight. Bill suggested reviewing all the Task Force descriptions, so people can serve on the one they are best suited for.

State Capacity Building/Infrastructure

Following a review of each Task Force description, Commission members signed up as follows:

Program Oversight:	Mark Hews and Perry Gates
Collaboration:	Bill Michaud, Susan Jennings, and Bill Lowenstein
Empowering Youth:	Al Millett and Becky Hayes-Boober
Marketing:	Norm Duzen and Jay Skriletz
Governmental Affairs:	Norm Duzen

The next topic discussed was Reauthorization. Maryalice discussed the various issues that have arisen as a result of the first year's experiences. Jay Skriletz asked if the Corporation is looking at what the state needs are? Yes. Is there a Commission caucus? Yes. Mark Hews remarked that depending on what Congress does, the work of the Commission may be refocused. Maryalice recommended that the Governmental Affairs Task Force deal with the issue with recommendations from staff.

Moved by Skriletz: "To accept the staff recommendation that the Reauthorization issue be steered to the Governmental Affairs Task Force." **Second: Bill Lowenstein.** **Approved: Unanimous.**

David Cheever, media consultant for the Commission, presented a logo that has been designed for the Commission. He noted that instructions to the graphic artist included ... the logo needed

to show what the Commission does; it needed to appeal to all ages; it needed to be instantly recognizable; and it needed to address the 4 priority areas of commission work --public safety, human needs, education, and environmental needs. Dave showed the logo, newsletter masthead, decal, and poster that were developed. Discussion followed. Jay questioned the guilt approach of the poster's message ("If you don't care who will?"). Bill Michaud pointed out that the use of green in the three-color logo was not effective, particularly from a distance. Dave and Maryalice noted that they did not need to approve the poster right now, just the logo. The poster and other materials can be presented to the Marketing Task Force in January for approval.

Moved by Hayes-Boober: "To adopt the logo using the 1-3 colors as needed." Second: Mark Hews. Susan Jennings remarked on the need for consistency in the use of the logo, so there is no confusion on who the logo belongs to.

Amendment to motion by Hayes-Boober "to not restrict use of a third colors -- that will be left up to the Marketing Task Force". Second: Susan Jennings.

Amendment and Motion -- Approved: Unanimous.

Commission Operations: Activities of Staff & Commissioners

The discussion on the Chair's role and finalization of the Operating Procedures were tabled until the next meeting. There was a discussion of the policy of canceling meetings due to inclement weather.

Motion by Skriletz: "In the event of bad weather, the Chair may postpone the meeting for seven days. Members will call the Commission office to indicate their availability for the rescheduled meeting. If there is no quorum, the meeting will be canceled until the next regularly scheduled meeting." Second: Perry Gates. Approved: Unanimous.

Commissioners serving on the nominating and retreat committees were not present to make reports.

A motion to adjourn the meeting was made and seconded. The meeting was adjourned.